



DELAWARE JUDICIARY  
Justice of the Peace Court

**Contract Position**  
**(Individual will not be a State of Delaware Employee)**

**Announcement Number JP0122N13**

**PROJECT MANAGER**

**Apply By:** February 5, 2013

**Contract Rate:** \$25 - 30 per hour based on experience. Approx ten months term.  
**Authorization for filling this position is dependent on completed authorization of OMB Clearinghouse approval of federal funding.**

**Location:** This position is located in New Castle, Delaware in New Castle County

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**Summary of Position:**

Contractor position dedicated to developing a plan for the creation and implementation of a Resource Center for the new Community Justice Center at Court 20.

**Essential Functions:**

Create a Project Plan for a court resource center considering the following:

- Goals and objectives of the Resource Center with links to community concerns;
- Incorporate best practices from other courts and based on input from national sources;
- tasks required to accomplish goals with priorities and anticipated timelines for completion;
- Communication component including a methodology for building and maintaining community connections (community connections and service provider connections);
- Staffing/personnel resource plan identifying all supporting functions needed in the center;
- A plan for information access and distribution including use of technology;
- Definition of space and location needs for the resource center;
- Measurement components with data element identification to measure effectiveness and use of resources;
- Training needs of staff and judicial officers;

- Budget requirements; and
- Overall timeline.

Based on the Project Plan's findings, the Project Manager will:

- Coordinate activities to develop materials for Resource Center;
- Collaborate with the AOC to translate documents for LEP individuals;
- Ensure ongoing review of the Resource Center stakeholders;
- Develop training guides for each participant in the Resource Center;
- Assist with design of space and equipment and furniture layout;
- Continually monitor task lists to ensure compliance with timelines;
- Coordinate activities related to deployment of information via technical forums including the Internet;
- Monitor budget expenditures; and
- Conduct preliminary data analysis for comparative purposes for project measurement

### **Job Requirements:**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Ability to demonstrate knowledge of development life cycle methodologies, the principles of project management, and the techniques of business process analysis and reengineering.
2. Ability to communicate and coordinate between multiple project teams and assist in conflict resolutions.
3. Experience working in court environment is preferred.
4. Experience in social service area is also preferred.
5. Have demonstrated experience in developing meaningful project measures.
6. Skilled in budget preparation and reporting.
7. Possession of a Bachelors degree or higher in Behavioral or Social Science or related field.
8. Three years experience in a government or community service.

**Submitting Your Letter of Interest and Resume:** Interested individuals should submit a letter of interest and resume no later than February 5, 2013, by any one of the formats listed below:

1. Fax to: (302) 323-4460, Attention: Human Resources
2. Mail to: Justice of the Peace Court  
2 Penn's Way, Suite 100  
New Castle, DE 19720  
Office: 302-323-4530

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